

DEVELOPMENT PLAN / DP Amendment
APPLICATION

Fee: \$834.00 plus \$111.00 per acre

DATE: _____

DOCKET NO. _____

_____ DP

Received Date Stamp:

_____ DP/Amend

Checked By _____

_____ ADLS/ADLS AMEND Attached

Name of
Project: _____

Project
Address: _____

Project Parcel ID #: ____ - ____ - ____ - ____ - ____ - ____ . ____

Legal
Description: (please use separate sheet and attach)

Name of
Applicant: _____

Applicant Address: _____

Contact Person: _____ Telephone: _____

Fax No. _____ Email: _____

Name of
Landowner: _____ Telephone: _____

Landowner Address: _____

Plot Size: _____ Zoning Classification: _____

Present Use
of Property : _____

Proposed Use
of Property: _____

Note that required fees are due after the application has received a docket number, and not at the time of application submittal. Do NOT bring application fees at the time of submittal

OWNERS AFFIDAVIT

The undersigned agrees that any construction, reconstruction, enlargement, relocation or alteration of structures, or any change in the use of land or structures requested by this application will comply with and conform to all applicable laws of the State of Indiana and the zoning ordinance of Carmel, Indiana, adopted under the authority of Acts of 1979, Public Law 178, Sec. 1, et seq., General Assembly of the State of Indiana, and all Acts amendatory thereto.

Signed: _____
Owner

(Typed)

Agent

(Typed)

STATE OF INDIANA

County of _____ SS:

Before me the undersigned, a Notary Public for _____
(county of residence)

County, State of Indiana, personally appeared _____
(name of person)

and acknowledged the execution of the foregoing instrument this

_____ day of _____, 20 ____.

(Notary Public Signature)

(Printed or Typed)

My Commission Expires:

DEVELOPMENT PLAN/DP Amendment APPLICATION
Requirements for filing a petition

Application requirements and process information comes from Chapter 24 of the Carmel Zoning Ordinance. It is advised that all applicants carefully read Chapter 24 prior to filing. Below is a checklist of items that are required for a complete filing. These items are explained in full detail within Chapter 24.

Applications must include the following applicable materials:

- ☐ Completed application (typewritten), signed by the owner of the subject property or an authorized agent, notarized, and filed at least 60 days prior to the next scheduled public hearing – two (2) copies
- ☐ Scaled Site plan (two copies) that includes:
 1. Existing and proposed principal structures and accessory structures.
 2. Parking plan.
 3. Existing and proposed public rights of way (internal and adjoining).
 4. Location of easements (utility, drainage, landscape, access, etc.)
 5. Building setback lines.
 6. Building coverage calculation;
 7. Existing and proposed utility structures and systems.
- ☐ Exterior elevations (4 sides) of all structures and trash enclosures
- ☐ Floor plans for all floors.
- ☐ Signage Plan
- ☐ Site diagram overlaid on aerial photograph, including area within a two-parcel radius.
- ☐ Landscape plan (to scale) on an engineered site plan that indicates location, number, species, caliper measurement sizes, tree preservation, all drainage and utility easements, and any other information deemed necessary for a thorough review.
- ☐ Traffic study – if warranted (to be determined at the prefiling conference).
- ☐ Drainage plan
- ☐ Erosion control plan.
- ☐ Lighting plan with photometrics and fixture details.
- ☐ Covenants and commitments, if any.
- ☐ Service reports from TAC members.
- ☐ Digital Copies of all materials (including this application). Digital copies must be in .pdf format and must be submitted via CD at the time of application, as well as when any new information is submitted throughout the process (packets, revisions, etc.)

All documents must be legible and of the required size and scale. The omission of any of the material indicated in the above checklist may lead to your petition being placed on a later docket, or not accepted for filing.

DEVELOPMENT PLAN PROCESS

The following is a chronological listing of the steps required for processing a development plan or development plan amendment. This process is necessary for construction of new buildings, or changes to existing buildings, and their surrounding sites.

1. Initial discussion with staff regarding applicable zoning ordinances, design standards, condition/capacity of infrastructure, and availability of utilities.
2. Developer presents site plans and elevations for review by staff.
3. Developer files required material to be placed on the Plan Commission docket, if public hearing is required.*
4. Submit plans to TAC (Technical Advisory Committee members) for their review.
5. Administrative review by the Department of Community Services staff.
6. The Technical Advisory Committee reviews the plat and offers suggestions and recommendations.
7. Petitioner obtains list of all property owners within a 660 foot radius of the subject property from the County Mapping and Transfers Office.
8. Petitioner prepares legal notices for property owner notification and newspaper advertisement and advises staff.
9. Petitioner submits newspaper advertisement to newspaper of general circulation in Hamilton County at least 25 days prior to the public hearing.
10. Petitioner mails certified mail notice to all property owners within a 660 foot radius at least 25 days prior to the public hearing.
11. Petitioner prepares information packets for the Plan Commission, to be submitted no later than 10 days prior to the first docketed hearing.
12. Plan Commission Agenda is posted.
13. Plan Commission holds public hearing and gathers information from public.
14. The Plan Commission refers project to the Special Studies Committee for further review, suggestions and recommendations.
15. The Special Studies Committee will forward the project to the full Plan Commission with a recommendation. Upon return to the Plan Commission will either approve or deny at this time.

*If the request is to amend an existing development plan, and is a minor request (lighting change, changes to rear of building, etc), staff may determine that no public hearing is necessary, and will review the request administratively.

ADJOINING PROPERTY OWNER LIST

I, _____, Auditor of Hamilton County, Indiana, certify that the attached affidavit is a true and complete listing of the property owners within 660 feet or two (2) property depths, whichever is less, as relating to Docket No. _____.

OWNERADDRESS

EXAMPLE ONLY:
Formal list request sheet & official list
may be acquired from the Hamilton
County Auditor's Office (776-8401).

Hamilton County Auditor

Date _____

NOTICE OF PUBLIC HEARING
BEFORE THE
CARMEL PLAN COMMISSION

Docket Number: _____

Notice is hereby given that the Carmel Plan Commission meeting on _____
(Date)

at _____ in the City Hall Council Chambers, 1 Civic
(Time)

Square, Carmel, Indiana 46032 will hold a Public Hearing upon a/an _____
(Application Type)

in order to:

The application is identified as Docket No. _____.

The real estate affected by said application is described as follows:

(Insert Legal Description)

All interested persons desiring to present their views on the above application, either in writing or verbally, will be given an opportunity to be heard at the above mentioned time and place.

Plan Commission Public Notice Sign Procedure:

The petitioner shall incur the cost of the purchasing, placing, and removing the sign. The sign must be placed in a highly visible and legible location from the road on the property that is involved with the public hearing.

The public notice sign shall meet the following requirements:

1. Must be placed on the subject property no less than 25 days prior to the public hearing
2. The sign must follow the sign design requirements:

Sign must be 24" x 36" – vertical
Sign must be double sided
Sign must be composed of weather resistant material, such as corrugated plastic or laminated poster board
The sign must be mounted in a heavy-duty metal frame

3. The sign must contain the following:
 - 12" x 24" PMS 288 Blue box with white text at the top.
 - White background with black text below.
 - Text used in example to the right, with Application type and Date* of subject public hearing

* The Date should be written in day, month, and date format. *Example: Tuesday, January 17*
4. The sign must be removed within 72 hours of the Public Hearing conclusion



Public Notice Sign Placement Affidavit:

I (We) _____ do hereby certify that placement of the notice public sign to consider Docket Number _____, was placed on the subject property at least twenty-five (25) days prior to the date of the public hearing at the address listed below.

STATE OF INDIANA, COUNTY OF _____, SS:

The undersigned, having bee duly sworn, upon oath says that the above information is true and correct as he is informed and believes.

(Signature of Petitioner)

Subscribed and sworn to before me this ____ day of _____, 20 ____.

Notary Public

My Commission Expires: _____.

FINDINGS OF FACT FORM
DEVELOPMENT PLAN CONSIDERATION

Carmel Plan Commission
Carmel, Indiana

DOCKET NO. _____ DP NAME OF PROJECT: _____

PETITIONER: _____

_____ **Based upon all the evidence presented by the Petitioner and upon the Department Report of the Department of Community Services, dated, we determine that the Development Plan complies with the Standards set forth in the Carmel/Clay Zoning Ordinance.**

_____ **We hereby approve the Development Plan as submitted with the following specific conditions as agreed to by the petitioner.**

Condition 1. _____

Condition 2. _____

_____ **We hereby disapprove of the Development Plan as submitted for the following reasons:**

1. _____

2. _____

3. _____

DATED THIS _____ DAY OF _____, 2007.

Commission Member